



Celebrating learning together in faith, hope and love

Bishop Perrin CE Primary School Procedures and Protocols for the Opening of the School as of September 2020

In order to facilitate the safe opening of the school for children, staff and parents the following procedures and protocols have been established. It is crucial that everyone respects and follows the guidance set out below. If at any stage clarification of any of the points below is needed, please do not hesitate to check with the school at the earliest point. These school-based procedures and protocols are based on the following guidance from the Government.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We require all members of the school community to adhere to the new systems that are being established and that are evolving. Please be aware that what is being implemented initially will be under constant review and scrutiny and all aspects of this document are subject to change and amendment at short notice. Your support and co-operation with these procedures and protocols will be instrumental in allowing everyone at Bishop Perrin School to remain safe and keep the school open. Thank you.

It is essential that parents have their mobile phones turned on and available to receive calls whilst their child is at school in case they develop Covid-19 symptoms and we have to isolate them until they can be collected.

We ask that parents check the temperature of their child before they come to school every day to ensure they are not exhibiting a raised temperature. We are reliant and trusting of parents to do the right thing and MUST not send children into school when they are showing symptoms of Covid-19 in order to protect our school community. Please do not compromise the safety of other children and staff of Bishop Perrin School. We will continue to take the temperature of all the children as they arrive on site as a precautionary measure and their temperatures will be taken again in the afternoon.

By working in partnership, we can ensure that the school community is kept safe and we can remain open to provide the education that the children deserve.

Hygiene and Infection Control

Please below guidance from the Government regarding procedures around what to do if a child or someone in their household develops symptoms of Covid-19 or tests positive for Covid-19. Children **MUST** not attend school if they are showing symptoms, or if you or any of your household are self-isolating.

Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

Below are some specific points about our procedures here at school:

- As we were doing throughout the whole of the Summer Term, **all children and staff** will continue have their temperature taken, using an electronic infra-red thermometer, on arrival at school. Children will have their temperature re-taken again in the afternoon.
- If a child informs a member of staff that they are experiencing symptoms of Covid-19, they will be assessed, monitored and isolated within the school and a parent informed to collect them. Parents will then need to arrange for their child to be tested for Covid-19 and inform the school of the result. A child who has been sent home because they have exhibited Covid-19 symptoms will not be allowed to return to school until they provide the school with evidence of a negative result, or in the case of a positive result, 7 days from the onset of symptoms. Parents can go to <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> or call 119 to arrange a Covid-19 test. If the result is positive, Public Health England will notify all other connected people to isolate.
- A child displaying symptoms will be isolated in the former Medical Room (opposite Year 6 classroom). The door will be shut and the child will be observed by members of staff through the glass panels in the door until a parent arrives to collect them.

- We have re-designated the Creative Arts Room (CAR) as the new Medical Room as it has increased floor space to allow for children who are presenting to be socially distanced from each other. Our First Aiders, Mrs Stock and Mrs Sandell, will wear a face mask, gloves and apron when treating any child who presents in the CAR.
- In case of a toileting accident children will be encouraged to clean and change themselves. If this is not possible, a parent will be called to collect them to do this at home. The child will not be able to return to school for the rest of the day.
- We are employing an additional cleaner to come into school during the day to carry out a thorough clean of the toilets and communal areas. Surfaces in classrooms will be wiped down and disinfected regularly by Bishop Perrin staff.
- Staff will explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing using the 'catch it, bin it, kill it' approach. Children will also be taught respiratory hygiene.
- Classrooms will be well ventilated with windows and doors to the outside open as much as possible. Please make sure that your child has a jumper or cardigan that they can wear in the classroom if they are prone to feeling cold.

Closing the school early on Friday afternoons for statutory Planning, Preparation and Assessment (PPA) time for teachers

Please remember that in order to provide statutory PPA to our teachers by not having additional adults going into classes to teach different subjects, we will be closing the school on Friday afternoons. **This arrangement will come into effect as of Friday 11th September for the first time and will remain in place for the Autumn Term. We will run a full school day on Friday 4th September.**

In order to facilitate this earlier collection on Friday afternoons, we would ask parents who work on Fridays to seek support from their extended families, where they are part of your family bubble, or friendship bubbles to help with child care. Parents who have formed bubbles with other parents in their child's class will be able to support each other if needed.

We will be able to offer limited child care provision, via a weekly booking system, on a first-come-first-served basis for those parents who have no other alternative and are unable to either collect their child early themselves on Friday afternoons or who are unable to call upon family and friends to help out. There will be a charge for child care offered by the school. **If your circumstances have changed since we first notified you of this in the letter that went out on the 17th July, and you now find yourself in a position where you will require child care, please contact the school to speak to Mrs Forster to talk about your needs by Friday 4th September.**

Breakfast Club

Bookings for Breakfast Club have now opened, ready for children to attend from Monday 7th September.

In order to minimise the contact between children and Miss Kaill and Mrs Keightley, the Breakfast Club staff, we will not be offering any food to the children, so children will need to have had their breakfast at home before coming to school. The cost for Breakfast Club, from 8-8.40am, will be £2.50.

Children attending Breakfast Club will need to enter the School Hall via the gates in the middle of the school fence. The gate and doors will open at 8am and children and parents who are waiting outside to come in are asked to socially distance themselves on the pavement whilst waiting. Parents will need to say "goodbye" to their child at the top of the steps by the gate to the Hall with the child then walking into the Hall by themselves. An adult will be at the door to welcome the children. On arrival they will be asked to wash/sanitise their hands and then sit at an allocated table for their class.

Children will be allowed to bring a book to read, a small number of colouring pens/pencils, which they must not share or use in class, for drawing and colouring sheets. Colouring sheets, which will be provided, will need to be taken home by that day. There may be opportunities for the children to watch a DVD/video or to access the playground if dry (although they will need to stay with other children in their year group).

After School Club for Childcare

After being approached by some parents to see if we could offer some after-school childcare in light of the Heathfield School provision not running for Bishop Perrin children, I am pleased to let you know that we are able to offer this to parents. We will be able to start the provision as of the **week beginning Monday 14th September** and more details about the arrangements will be sent out later this week. We are only able to offer this on Mondays, Tuesdays, Wednesdays and Thursdays. Parents will need to pre-book spaces, details of which will be shared in a separate communication.

Drop-off and Collection Arrangements-All Children

You will have seen the email that went out on Tuesday 1st September with the drop off and pick up arrangements, effective as of Thursday 3rd September. Please see the times again below:

Class	Start time	Drop off at...	Finish time (Mon – Thurs)	Friday finish time	Pick up from...
Year R	08.30	Reception class gate	15.00	13.00	Reception Gate
Year 1	08.40	Middle Gate	15.15	13.10	Main Playground
Year 2	08.45	Middle Gate	15.20	13.20	
Year 3	08.30	Side Gate to Forecourt	15.05	13.05	
Year 4	08.35	Side Gate to Forecourt	15.10	13.10	
Year 5	08.45	Side Gate to Forecourt	15.20	13.20	
Year 6	08.40	Side Gate to Forecourt	15.15	13.15	

Your support to adhering to these timings will be crucial in ensuring the smooth and efficient running of these key points in the school day. Please be mindful of ensuring your child has a waterproof coat on days when it is raining as there will be times when they will have to wait outside before they can come into the building if there is another class in front of them.

Children in Years 3, 4, 5 and 6 will need to enter the school via the side gate to the Forecourt as opposed to the double gates that we used in the Summer Term. Parents are not allowed into the Forecourt unless they need to go to the School Office. This means that parents will need to say “goodbye” to their children on the pavement outside the school.

Parents are asked to disperse from the school area as quickly as possible after dropping children off. Please do not block the pavement to cause complications for other pedestrians who are passing by Bishop Perrin. If you do have to wait, please wait behind the thick white line near the barrier for the zebra crossing. A member of staff will be on duty on the pavement and by the gates to help with any questions.

Parents who need to visit the School Office must wear a face covering and walk around the perimeter of the Forecourt, as laid out by the yellow and black fencing. Only one parent is allowed in the Foyer at a time.

The School Day

- Possible contact between different groups of children, and between adults will be reduced whilst onsite. Children will be educated in their year group classes (maximum of 30 children) and will have the same members of staff with them as much as is feasibly possible.
- Please be aware that staff will be wearing face coverings whilst moving around the school in communal areas in order to protect other members of the school community. Some staff may wear face coverings in their classrooms, so please make sure your child is aware of this in case they might be worried.
- Children are able to wear face coverings on the way to school, but they will not be allowed to wear them in school. Parents must remove face coverings from children before they enter the school grounds. Children in Years 5 and 6, who make their own way to school and who choose to wear a face covering, must carefully remove their face covering themselves and place it in a sealed bag. They will need to bring their own hand sanitiser and use the sanitiser on their hands before they enter the school grounds.
- All children will be required to wear full school uniform every day, in accordance with our [Uniform Policy](#). We encourage school uniform to be washed as often as is feasibly possible to assist in the prevention of the spread of Covid-19. If you have any issues with your child’s school uniform, please send an email into the school so we are aware of it and can inform your child’s class teacher.
- It is crucial that all items of school uniform are named as parents will not be allowed to access the Lost Property Box after school to look for items.
- All children will undertake daily Joe Wickes-style fitness sessions on the playground (weather permitting). Sturdy school shoes will be more than adequate for this, but children are welcome to bring in trainers for this activity which will need to stay in school. All children must bring their PE kits in which will then stay in school.

Lunchtime Arrangements

We will be resuming a hot lunch option for children to have instead of a packed lunch if they want. School lunches remain free of charge for children in Reception, Year 1 and Year 2. The cost of a meal for children in the Juniors will be £2.50. Parents will be asked to inform the school in advance if they want their child to have a hot lunch. This will be done via the School Interview booking system a week in advance.

- Children will be kept in their teaching groups for lunchtimes so they are not mixing with children from other classes. This means that they will all sit together on the same tables.
- Children will be given 30 minutes to eat their lunch and will then have 30 minutes on the playground (weather permitting). It is possible that some classes will have their playground time first and then go and eat their lunch.
- All children will eat their lunch in the Hall, including those with packed lunches.
- For children bringing in packed lunches, please remember that we are a NUT FREE SCHOOL. Children can bring a healthy snack in for their morning break. Please see our guidance below from our [Medical Needs, First Aid and Intimate Care Policy](#) regarding being a Nut Free School:

Nut-free School

We have members of the school community who suffer from severe food allergies, which may lead to anaphylactic shock. Anaphylactic shock is a life-threatening condition. It is for this reason that Bishop Perrin is a “Nut Free School”.

Although we recognise that this cannot be guaranteed, we ask staff and parents to support the school in these efforts. By being a “nut free school”, we aim to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts or other products that can also lead to an anaphylactic reaction such as coconut and sesame seeds. We do not allow nuts or nut products in school lunch boxes. This means that the following items should not be brought into school:

- *Packs of nuts/coconut*
- *Peanut butter and Nutella sandwiches*
- *Fruit and cereal bars that contain nuts*
- *Chocolate bars or sweets that contain nuts*
- *Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)*
- *Cakes made with nuts*

If there is any doubt as to whether a food product is suitable to be brought onto the school site with regards to it being a possible trigger for an anaphylactic shock, then please speak to the School Office.

- Packed lunches **MUST** be brought in named lunch boxes, and we ask that lunch boxes are washed each night before being sent back in the following day.
- Please do not pack items in your child’s packed lunch that they will find difficult to open themselves (satsumas, crisp packets, drink cartons and pouches, etc) as staff will not be able to provide assistance in opening them.
- Children with packed lunches **will not** be allowed to throw away any food items that they do not eat at the end of their lunch session.
- The water fountains on the playground will be turned off. Children will therefore need to bring their own named water bottle into school. Children will not be allowed to go to the Medical Room for cups of water if they forget their water bottle. On hot days there will be opportunities for children to top up their water bottles under supervision by an adult.